



# Travis County Emergency Services District No.12

## Administration Office

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

www.TCESD12.com

## NOTICE OF POSTING AND EXAMINATION SHIFT LIEUTENANT

**POSTED DATE: April 25, 2016 - CLOSING DATE: June 03, 2016**

**SALARY: \$51,088.70 (FY15/16)**

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Travis County Emergency Services District No.12 (TCESD12), a rapidly-growing, progressive community of traditional values, is currently seeking qualified applicants for the position of shift Lieutenant as authorized by the TCESD12 Board of Commissioners and the Fire Chief. Carefully review the job summary, qualifications and instructions before applying for this position. Only applicants meeting the minimum required qualifications listed for this position need apply. If interested, please submit all required documents by the closing date either in person or by mail. Emailed applications will **NOT** be accepted. **Incomplete applications or those received after the closing date will not be kept on file or considered for this posting process.**

### **TO BE ELIGIBLE, THE APPLICANT MUST:**

- be at least 18 years of age on or before the date of applying;
- be a citizen of the United States by birth or naturalization;
- have a high school diploma or GED;
- be able to read, write, and speak the English language;
- pass a thorough criminal background investigation, driving record, reference and credit check;
- successfully complete a Written Examination with a minimum score of 75%;
- successfully complete an Oral Interview Process;
- successfully complete a medical examination and a Drug and Alcohol Screening;
- possess at a minimum a Texas Class B exempt driver license;
- not have been convicted of a Class A or B felony;
- not have been convicted of a Class A or B misdemeanor within the past 7 years;
- not have been discharged from any military service under less than honorable conditions;
- be of good moral character.

**Applications are available at Travis County ESD12's central station or on our website at [www.TCESD12.com](http://www.TCESD12.com). Completed applications must be submitted in a sealed envelope;**

- by mail to Travis County ESD No.12, attn: Employment, PO Box 846. Manor, TX 78653 or
- in person to the Administration Office, attn: Employment, 405 W. Parsons St. Manor, TX 78653
  - Office hours are 9 am to 4 pm Mon - Fri.

**Equal Employment Opportunity Statement** - Travis County ESD No.12 does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Sexual Orientation or Parental Status, Age or Disability in employment or the provision of services.



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## EXAM

- **Date:**.....June 22, 2016
- **Time:**.....10:00 hours. *Applicant **must** supply a copy of the issued Authorization To Test (ATT) form and Driver License to sit for the Exam. Applicant will not be permitted to enter the testing area after 10:00 hours.*
- **Location:**.....Manor Lions Club, 429 W. Parsons St. Manor, TX 78653

## DISTRICT BENEFITS

- Texas County and District Retirement System (TCDRS)
- Supplemental retirement system is available
- 100% Employee Medical, Vision, and Dental coverage. 20% dependant coverage.
- Life Insurance
- Long term disability insurance
- Paid Time Off (PTO) and Sick Leave
- Employee Assistance Program (EAP)

## PROCESS INCLUDES

- Submittal of complete application, letter of intent, and required documents submitted by mail or in person. A confirmation email will be sent out upon receipt of application.
- The application will be reviewed for completeness by TCESD12.
- Applicants' criminal history and driving record will be reviewed. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of entries in their criminal history and driving record.*
- Authorization To Test (ATT) letter and email sent to qualified applicants.
- Successfully pass the Written Exam. The applicant must present the ATT letter to sit for the Written Exam.
- **Establish an Eligibility List\***
- Successfully pass the Oral Interview Process;
- Successfully complete the Physical Ability Course;
- Extensive background and reference check will be conducted. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of gaps in employment.*
- Chief Interview
- Medical Exam and Drug Screen. *This step may or may not disqualify an applicant for current and future consideration.*
- Conditional Offer of Employment given.

**\*The purpose of this Exam is to establish an Eligibility List. The list will be good for 12 months from the date of Exam.**



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### MINIMUM QUALIFICATIONS, at the time of applying

- Two (2) years of paid service at a Fire Engineer rank or higher
- Structure Firefighter Intermediate: TCFP
- Driver/Operator Pumper: TCFP
- Fire Instructor I: TCFP
- Fire Officer I: TCFP
- EMT-Basic: DSHS
- NIMS 100, 200, 300, 400, 700, 800a or 800b: FEMA
- Hazardous Materials Incident Commander: FEMA / TCFP
- 15 Hours College Credit

### PREFEREED QUALIFICATIONOINS

- Fire Instructor II: TCFP
- Fire Officer II: TCFP
- Fire Inspector: TCFP
- NIMS 701, 702, 703: FEMA (*required to be completed within six (6) months from hire*)
- Incident Safety Officer: TCFP (*required to be completed within six (6) months from hire*)
- Wildland Basic: TCFP (*required to be completed within one (1) year from hire*)
- EMT-Intermediate or higher: DSHS
- Austin-Travis County Office of the Medical Director (ATCOMD) Credentialed at the Emergency Medical Technician- Basic level
  - Clinical Operating Guidelines (COG's) can be found at [www.ATCOMD.org](http://www.ATCOMD.org)
  - **Successful completion of the ATCOMD COG's is a condition of employment.**

### REFERENCE STUDY MATERIALS

- IFSTA Fire and Emergency Services for the Company Officer, 4th edition.  
(Ch 2,3,4,5,6,8,9,11,12,13,14,17,18,19,20,21,24,26,28,29)
- IFSTA Essentials, 5th edition. (Ch 3,4,5,8,9,11,12,14,15,20)

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If you have additional questions regarding this process, please contact Bill Carlson at [Prevention@tcesd12.com](mailto:Prevention@tcesd12.com). Please include your contact information in the email.

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